

How to Place Electronic Reserve Requests on Blackboard: User Instructions

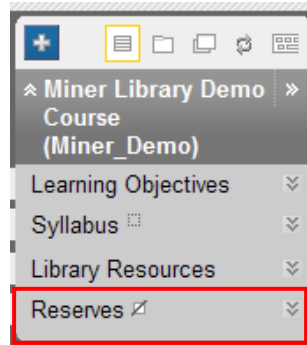
Before beginning please view our course reserve guidelines, **including copyright information**, at: http://www.urmc.rochester.edu/hslt/miner/journals_and_books/Circulation/course_reserve_guide.

Note: Please submit requests at least two weeks before materials need to be posted in the class.

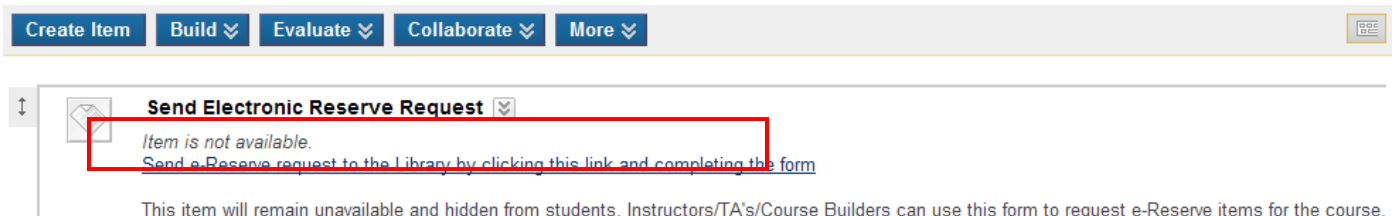
For Instructors, Teaching Assistants or Course Builders who want to request e-reserve items using the Blackboard interface. Before beginning this process, you must have a class set up in blackboard. Please contact Blackboard Support at blackboard@urmc.rochester.edu.

With an Instructor/TA/Course Builder role in Edit Mode:

1. Login to Blackboard at <http://bb.urmc.rochester.edu>.
2. On the My URMCC Tab, in the Courses Online module click on the course where you want to make a request.
3. Go into the Reserves item on the Menu of your course.



4. Click on “Send Electronic Reserve Request”.



5. Follow the instructions and complete the form

Before requesting items for reserve please consult the Edward G. Miner [Course Reserve Guide](#). Please complete the following form and click on the 'submit' button to send to the library. The Department needs at least two weeks to process materials, scan the documents, and attach them to your course. You will be notified via e-mail once the Electronic Reserve has been placed in the Course. Electronic reserve items will only be available to the class that you have requested. If the course is copied or the semester is changed, the reserve items will not automatically move with the course.

course id: Library_in_Bb_1

Book/Periodical Title:

Article Title/Chapter Title:

Author:

Edition:

Volume:

Publisher:

Issue Number:

Pages:

Published Date:

Term:

Other:

NOTE: Be sure to type in the correct semester.

6. Click on the Submit button. You will see a summary of your request. You may choose to print this as a record of your request.

An email will be sent to the Library you selected with the information about your request.

The library can now create links to articles from **electronic journals** for which we have a subscription. If we do not have a subscription to the journal, or if you are requesting a book chapter, we do require original, clean, single-sided, unstapled photocopied items to be delivered to the Miner Library Circulation Desk. Miner Library staff will create and place the file or link in the folder: **Reserve Readings – Click to accept terms of use**. You will receive an email confirmation that your material has been posted.

At the end of each semester, all items on Electronic Reserve will become inaccessible to all students. You will need to renew any Electronic Reserves that you want to continue to use.

Renewing Electronic Reserve Items: User Instructions

Updated 9/2010

Using the following instructions you will be able to renew Electronic Reserve requests using the Blackboard interface.

1. On the My URM C Tab, in the Courses Online module click on the course where you want to make a renewal request.
2. Go into the Reserves item on the Menu of your course.



3. Click on the link in “Renew e-Reserve Items”.

A screenshot of the Blackboard interface showing a message titled 'Renew e-Reserve items'. The message states 'Item is not available.' and provides a link: 'Please specify your requirements to renew or delete e-Reserve items via the form.' The link is highlighted with a red rectangular box. Below the message, a note states: 'This item will remain unavailable and hidden from students. Instructors/TA's/Course Builders can use this form to renew e-Reserve items for the course.'

4. Please complete the form by specifying your renew option.

To renew an e-Reserve request, please complete the following form and click on the 'submit' button to send to the library. The Department needs at least two weeks to process materials. You will be notified via e-mail once the request has been processed. Electronic reserve items will only be available to the class that you have requested. If the course is copied or the semester is changed you must specify a renew option via this form.

course id: Library_in_Bb_1

Renew All e-Reserve items
 Delete All e-Reserve items
 Other, please specify which items to keep

Select the Library to Process your request, Miner or Bibby:

5. Submit to send the request to Miner Library. You will receive an email once the request has been processed.